



Admissions, Fees, and Payments

ADMISSIONS

Zeeba Nurseries operates an Equality, Diversity, and Inclusion policy. We welcome children and families irrespective of their gender, race, disability, religion, or belief.

At Zeeba Nurseries we have an open admissions policy welcoming every child from 3 months to 5 years.

Priority will be given to those requiring full day care of 4- 5 days per week.

For children to feel comfortable with the Nursery environment and to enable them to settle in well, we require a minimum attendance of 2 full days per week, or 4 half days.

It may be necessary sometimes to put children on our waiting list. This is operated on a first come first served basis and in accordance with our Admissions Policy with our Equality, Diversity, and Inclusion Policy. We endeavour to place all children as soon as possible for the days requested.

We aim to work with parents to best meet their childcare needs and ensure a smooth transition from home into Nursery (please see our Settling in Policy). To help us with this, parents are required to complete some pre-admission information sheets; attention is given to identifying any needs their child has. All information supplied by parents is treated in the strictest confidence (As per our Records, Information Sharing and Confidentiality policy).

We will always ensure we have recorded the following information for each child in our care:

- Full name
- Date of birth
- Name and address of parent / carer
- Information about any other person who has parental responsibility for the child
- Which parent / carer the child normally lives with
- Emergency contact details

FEES

- A fee of £350 is payable on confirmation to secure a space at a Zeeba Nursery.
- This fee is non-refundable should you decide not to take the space. The fee of £350 will be balanced against your last month's fees, subject to a one month written notice at any time 2 months after the start date on the application.
- You can reduce the amount of days per week by giving one month's notice, 2 months after the start date on your child's application form.
- Reducing days on a short-term basis is not permitted.
- Once your child's space is confirmed, the fee of £350 is due by the Friday of that week. The first month's fee will be due 7 days before the first settling in day and the monthly fee thereafter will be due on the 1st of each month, payable for the month in advance.
- Fees for the month in advance are calculated according to the child's age as on the 1st of the month.
- A charge of £20.00 will be levied on your account if fees are not paid on time.
- All fees need to be paid via BACS. No cash or cheques will be accepted at the Nursery
- The monthly price is calculated on 51 weeks per year, payable over 12 months.



- We are closed on bank holidays and between Christmas and the New Year (3-5 days depending on Bank Holidays and weekend dates).
- Fees include breakfast, a morning and afternoon snack, a cooked lunch with dessert and an afternoon tea.
- We offer 12.5% sibling discount on the youngest child's fees.

FUNDING

- Please ask your Nursery Manager for information on child tax credits and Childcare Vouchers.
- Zeeba Daycare offers the government funded places for 2 years old and 3-5 years old on a stretched offer over 51 weeks per year, subject to availability.

2 years old funding:

- Eligibility requirements can be found on: www.gov.uk/help-with-childcare-costs
- If your child is eligible, you can start claiming after they turn 2 years old as per the table below, subject to availability.
- Please talk to your Nursery Manager

3 years old funding:

- This funding is open to all 3 year olds and is available from the term after your child's 3rd birthday.
- The Government provides 570 hours per year of free Early Years Provision.
- Zeeba offers funding on a stretched basis. Thus, we offer funding all 51 weeks we are open and not just during term time. Your child will therefore receive his entitled funded hours over a 12-month period. We understand that some settings offer 15 hours per week, but please note that they only offer this during term times (38 weeks a year). The other weeks, parents are required to pay the full fee.

Child's Birthday (applicable for 2 and 3 years old funding)	When you can claim
1 January to 31 March	the beginning of term on or after 1 April
1 April to 31 August	the beginning of term on or after 1 September
1 September to 31 December	the beginning of term on or after 1 January

ABSENCE

- You are liable for the fees even if your child is absent due to sickness or any other reason, like holidays.

SESSIONS SWAPPING

- Session swapping is not permitted under any circumstances.

EXTRA BOOKINGS

- Extra bookings can be made in advance with the Nursery Manager, subject to availability.
- Extra bookings will be added to the following month's invoice.
- For the cancellation of extra bookings, we require a month's notice.
- If an extra booking is booked less than one month in advance and cancelled within this month, then the fee will still apply.



LATE PICK UP CHARGE

- We charge a late fee of £10.00 for every 15-minute interval that a child is on the premises after 6:00pm. This is because we have a legal requirement to have 2 staff on the premises whilst a child is present.
- When parents are, unable or unwilling to sign for the late pick up, a member of staff has the right to sign for the late pick up.

TERMINATING CONTRACT

- Once notice has been given to terminate your child's care, Zeeba will issue a final invoice. Any credit on the account will be returned within 7 days after the child's final session.
- Banking details for the refund need to be sent to the accounts department.
- Zeeba will under no circumstances keep a deposit for a child to return later. Children wishing to return to Zeeba must go back on the waiting list as spaces will not be held.

RE-ENROLMENT FEE

- A £250 re-enrolment fee applies if a child re-enrolled in Zeeba within a 3-month period. Please check with your Nursery Manager.

FORCE MAJEURE

- Zeeba Daycare is unable to offer any refunds or compensation for closure or suspension of nursery activities because of third party action, inclement weather, fire, flood, or any other event beyond our control.

A parent's handbook will be provided to all parents wishing to register for a nursery place.

This policy is to be used in conjunction with the following policies:

- Partnership with Parents
- Equality, Diversity, and Inclusion
- Transition
- Settling in
- Records, Information Sharing and Confidentiality
- S.E.N.D.

